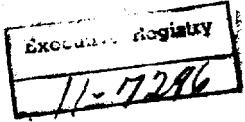


Attachment to DDS 59-3701

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9
CIA INTERNAL USE ONLY



1 OCT 1959

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director for approval before inviting the individual to enter on duty.

Pers.) SIGNED

C. P. Cabell
General, USAF
Deputy Director

Distribution:

1 - ER
1 - DCI
1 - DDCI ✓
2 - DDC
2 - DDI
2 - DDP
3 - DDS

Originator: */s/*
Director of Personnel

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9
2 - D/Pers

1 Oct. 1959 (file)

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

DO/S 59-3701

EN 11-7296/1

STAT

25 SEP 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence
SUBJECT: Approval of Recruitments and Appointments

1. This memorandum suggests action by the Deputy Director of Central Intelligence.

2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for your signature.

3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is suggested that you approve this memorandum and sign the attached memorandum.

cc: Gordon M. Stewart
Gordon M. Stewart
Director of Personnel

CONCURRENCES:

STAT
[Redacted]
Deputy Director (Support)

1 Oct 59

Date

STAT
[Redacted]
Deputy Director (Intelligence)

9 SEP 1959

Date

[Signature]
Deputy Director (Plans)

24 SEP 1959

Date

~~CONFIDENTIAL~~
SUBJECT: Approval of Recruitment and Appointments

The suggestion contained in paragraph 4 is approved.

SIGNED

1 OCT 1959

C. P. Gable
General, USAF
Deputy Director

25X1

25X1 C/Pars [redacted] 3:10p (3 Sept 59)

Distribution:

Orig. & 1 - D/Pars

- 1 - MR
- 1 - DCI
- DCI ✓
- 3 - DD/S
- 1 - DD/T
- 1 - DD/P
- 1 - D/Pars Stayback
- 1 - ICG

ER 11-7296

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned ~~or a senior subordinate designated by him~~ and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned ~~or his designated representative~~ will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director ~~or his designated representative~~ for approval before inviting the individual to enter on duty.

G. P. Cabell
General, USAF
Acting Director
Originator

Acting Director of Personnel

Distribution:

1 - ER 1 - DCI
1 - DDCI 2 - DD/C
2 - DD/I 2 - DD/P
3 - DD/S 2 - IG

Concur:

Acting Deputy Director
(Support)

STAT

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

CIA INTERNAL USE ONLY

7-72-96/1

18 AUG 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence
SUBJECT : Approval of Recruitments and Appointments

1. This memorandum suggests action by the Deputy Director of Central Intelligence.

2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for signature of the Director of Central Intelligence. At Mr. Sheldon's suggestion, we have also provided that each Deputy Director may authorize a senior subordinate to exercise this responsibility on his behalf.

3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is suggested that you approve this memorandum and that it be presented to the Director of Central Intelligence for his signature.

STAT

Acting Director of Personnel

CONCURRENCES:

(signed) H. Gates Lloyd Acting Deputy Director (Support)	19 AUG 1959 _____ Date
SIGNED	21 AUG 1959 _____ Date
Deputy Director (Intelligence) SIGNED	26 AUG 1959 _____ Date
Deputy Director (Plans)	

CIA INTERNAL USE ONLY

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

CIA INTERNAL USE ONLY

SUBJECT: Approval of Recruitments and Appointments

The suggestion contained in paragraph 4 is approved.

C. P. Cabell
Deputy Director of Central Intelligence

Date

Distribution:

O&I - D/Pers

- 1 - ER
- 1 - DCI
- 1 - DCI ✓
- 3 - DRS
- 1 - D/Pers Stayback

STAT

OD/Pers [] : imp (17 Aug 59)

- 1 - DD/I
- 1 - DD/P

CIA INTERNAL USE ONLY

11-72701

11-72701

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General

SUBJECT: Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned or of a senior subordinate designated by him and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned, or his designated representative, will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director or his designated representative, for approval before inviting the individual to enter on duty.

Distribution:

1 - ER
1 - DCI
1 - DDCI
2 - DDC
2 - DDI
2 - DDP
2 - DDS
2 - IG

Orig + 1 - DDC
2 - DDI
2 - DDP
2 - DDS
2 - IG

ALLEN W. DULLES
Director of Central Intelligence

18 AUG 1959

25X1

Originator

/s

Acting Director of Personnel

OD/Pers/BB/Bond: sm (14 Aug 59)

CONCUR (signed) H. Gates Lloyd

Approved For Release 2003/07/29 : CIA-RDP80B01676R0043001600109901859-3701

1 - D/Pers Stayback

CIA INTERNAL USE ONLY

Acting Deputy Director

(Support)

19 AUG 1959

*Retyped
for Actg DCI
smg.)*

1C/859-3365
23 JUL 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Agency Notice Requiring Approval of Recruitments
and Appointments by Deputy Directors

1. This memorandum transmits a proposed notice for your approval.
2. As you requested, we have drafted this notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 will be covered by this rule. Contract employees who are subject to ceiling count will also be covered.
3. Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.
4. It is recommended that you approve this notice for immediate publication.

Gordon M. Stewart
Director of Personnel

CONCUR:

151
L. E. White
Deputy Director
(Support)

27 July 59
Date

The recommendation contained in paragraph 4 is approved.

C. P. O'Neill
Deputy Director of Central Intelligence

Distribution: O PS/OP Address: 1-212 D/Pers: 3 Pg/Op: 1 POD: 1-105
Approved For Release 2003/07/29 : CIA RDP80B0Y676R004300160010-9 STAT

PS/OP: ca (17 July 59) REWRITTEN: CD/Pers 1af (20 July 59) STAT

CM INTERNAL USE ONLY

STAT

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

MEMORANDUM FOR: GENERAL CABELL

The memorandum for Deputies and IG
has been retyped in event you wish
to sign it rather than having it
held for the Director.

Return to Dir Pers.
for amend. — my
sig. *CPC*
2 Sept '59

K-
1 Sept 59

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

SUSPENSE: 10 Aug

Orig and all other cys returned to DD/S by
hand 7/30/59, w/following note from CPC to
DD/S:
"Pls ask Deputies for concurrence
or comment."

(BY HAND PLS)

CIA INTERNAL USE ONLY

Susp: 17 Sept.

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9
SENDER WILL CHECK CLASSIFICATION OF AND BY 4400160010-9

	UNCLASSIFIED	CONFIDENTIAL	SECRET
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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	DIRECTOR OF PERSONNEL		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	X RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

General Cabell asked that the attached
be returned to you for amendment as
indicated by his ink changes -- for
his signature as Acting Director.

Thanks.

9/14 - to get concurrence of Depulice -

SUSPENSE: 4 Sept.

FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.	DATE	
REDCI	2 Sep 59	
UNCLASSIFIED	CONFIDENTIAL	SECRET

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9